

REPORTS INVENTORY						CONTROL NO. DDP - 115					
PREPARE IN DUPLICATE											
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT					
AUDIO EQUIPMENT LIST (NUMERICAL SEQUENCE)						STATISTICAL					
						NARRATIVE					
3. FUNCTIONAL AREA						X MACHINE-NAME LISTING					
PERSONNEL		TRAINING		ADMIN. GENERAL							
								LOGISTICS		SECURITY	
OTHER (specify)		TSD		25X1							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)							
1		Bimonthly		1							
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT							
		X YES IF YES GIVE ADP PROCESSING NO.									
Print-Out		NO N/A		C/TSD							
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)							
Audio Field & Headquarters Personnel				N/A							
12. COST FACTORS											
A. MANUAL PREPARATION AND REVIEW COSTS											
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR				
							\$3,115.00				
B. COSTS OF COMPUTER PRODUCED REPORTS											
							\$155.00				
TOTAL COSTS PER YEAR						\$3,270.00					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.											
September 1965 in response to requirements levied by C/TSD et al. Total computer cost DDP \$2,479.00 ÷ 96 = \$25.86 per print-out.											
14. FUTURE GOALS											
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS					
X RETAIN AS IS OTHER (explain) " " CHANGE DISCONTINUE						MAN-HOURS					
						DOLLARS					
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION					
October 1970											